

School Crossing Patroller

(Various locations)

Job Reference: People/19/99551



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Applying for this vacancy

Please read the information in this document before you complete your application form.

You will need to make clear:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.

Job Description

Authority: Bracknell Forest Council	Department/Division: People Directorate
Post Reference No:	Location: Within Bracknell Forest Council Area
Job Title: SCHOOL CROSSING PATROLLER	Salary £9.32 per hour plus retainer for school holidays

JOB PURPOSE

To provide a safe environment and management of pupils crossing the road on the way to and from school.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This post reports to the Admissions Team.

MAIN DUTIES AND RESPONSIBILITIES

To ensure the safety of children crossing the road on an approved site and at agreed times.

To operate in accordance with the school crossing patrol Code of conduct.

To maintain control over children who are waiting to use the patrol.

To wear the uniform supplied and use the equipment provided for the safety of yourself, children and other members of the public affected by you duties.

Report any problems, difficulties or incidents

To inform the school (or schools) on whose behalf you operate if you are unable to perform your duties.

To notify the school and Admissions Team if you are unable to work.

To arrange cover with a relief patroller (where applicable).

To operate/check flashing lights where appropriate and to report any faults.

SCOPE OF JOB (Budgetary/Resource control, Impact)

Safe management of school crossing.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Person Specification

Job Title: SCHOOL CROSSING PATROLLER	Department/Division: People Directorate
Authority: Bracknell Forest Council	Post Reference No:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training		
Competence Summary (Knowledge, abilities, skills, experience)	<p>Ability to communicate with children of all ages, school staff & parents.</p> <p>Able to communicate well with all road users.</p>	<p>Experience as a road user as a cyclist or driver.</p> <p>Involvement with children as:</p> <ul style="list-style-type: none"> • A parent • Carer • Previous work with children • Responsibility for children in a voluntary group
Work-related Personal Requirements	<p>Have sufficiently good eyesight, hearing and mobility to provide safe escort across busy roads.</p> <p>Good timekeeping</p> <p>Have a confident manner</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people</p>	
Other Work Requirements	<p>Be able and prepared to work out of doors in all weathers.</p> <p>A satisfactory enhanced Disclosure & Barring Service (DBS) check.</p>	Have a mobile phone

About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to one month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and a Disclosure & Barring Service (formally CRB) check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade K.

Working Hours

The working hours for these posts vary between 5 hours and 7 ½ hours per week (school term time only) depending on the location. Check the job advertisement for details.

Holidays

The postholder will only be required to work during term time (38 weeks) and will not be entitled to annual leave during term time but will be paid a sum in lieu of annual leave. Total paid weeks will be 43.1 per annum inclusive of pay in lieu of annual leave.

Annual holiday entitlement increases with length of service (4 extra days after 3 years continuous Local Government service), which equates to an extra 0.8 paid week for term time only staff.

In addition, the postholder will receive a retainer payment of half pay for the remainder (9.04 weeks) of the year.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More about applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Working with Children and Vulnerable Adults

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>